

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

MINUTES

August 22 and 23, 2019

**St. Johns County Public Library System, Southeast Branch Library
6670 US 1 South, St. Augustine, FL 32086**

Present:	<u>Board of Directors</u>	<u>Division Staff</u>
	Gloria Colvin	Lindsey Harrington
	Gene Coppola	Amy Johnson
	Claire Dygert	
	Ava Ehde	
	Brittney Farley	
	Kathleen Malloy	

Absent: Mark Vargas

Call to order and roll call

The meeting was called to order at 1:03 p.m. Eastern on August 22, 2019. A quorum was noted, and roll was called by Board Secretary, Ava Ehde.

Introduction of board members, staff and guests

Board members and staff introduced themselves.

Adoption of agenda

Ava Ehde moved to adopt the draft agenda. The motion was seconded and the agenda was unanimously adopted.

Approval of minutes from the July 24, 2019 meeting

Claire Dygert moved to approve the draft minutes; the motion was seconded and the draft minutes of the July 24, 2019 meeting were then unanimously approved.

Director comments

The director provided the board an update on the preparations for the National Book Festival and provided other information.

Business items

The board discussed the new budget format.

The director requested that the board approve the purchase of checks for the CSO business checking account. Gloria Colvin moved that the board approve up to \$60 for the purchase of checks for the business checking account. The motion was seconded and unanimously approved.

The board reviewed the draft job description and expectations document prepared for prospective board members and offered several small edits.

The board discussed the addition of a ninth candidate to the board.

The board discussed that the content of the monthly reports provided to the board by the division.

Other business

The board spent time developing long-range plans, focusing on awareness and membership.

The board also spent time preparing for the November meeting in Tallahassee.

The board discussed changes to certain general membership levels. Ava Ehde moved that the board amend the bylaws to reflect the following membership category/description changes:

- Eliminate Life Member category.
- Add Benefactor category (one-time contribution category).
- Add targeted donation option.

The motion was seconded and unanimously approved.

Kathleen Malloy moved that the board approve the revised membership levels as follows:

- Change Business Friend from \$300 to \$250 (annual).
- Set Benefactor level to \$500 (one-time contribution).

The motion was seconded and unanimously approved.

The board identified the following action items to complete prior to the November meeting:

1. Director to provide two names for consideration for ninth board position.
2. Director's office will obtain division staff ideas to be discussed at November meeting.
3. Make approved revisions to membership brochure.
4. Order permanent (magnetic) name badges for board members.

Next meeting

The next scheduled meeting of the board is for Thursday, November 21, 2019, from 1-5 p.m. and Friday, November 22, 2019, from 9 a.m. – noon Eastern in Tallahassee.

Public comment

A call was made for public comment and there was none.

Adjourn

Claire Dygert moved to adjourn the meeting at 1:52 p.m. Eastern on August 23, 2019; the motion was seconded and the meeting was unanimously adjourned.